RESOLUTION NO. 2008-44

A RESOLUTION OF THE LODI CITY COUNCIL AUTHORIZING DESTRUCTION OF CERTAIN CITYWIDE RECORDS

WHEREAS, in accordance with Government Code Section 34090, the City Clerk and City Attorney have filed written consent to the destruction of certain Citywide records as specifically set forth in the attached inventory marked as Exhibit A, and thereby made a part hereof.

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that:

- 1. The records heretofore identified are no longer required.
- 2. The Lodi City Council finds that the City Clerk and City Attorney have given written consent to the destruction of the records inventoried on Exhibit A attached hereto and the destruction of those records **is** hereby authorized.

Dated: March 19, 2008

I hereby certify that Resolution No. 2008-44 was passed and adopted **by** the City Council of the City of Lodi in a regular meeting held March 19, 2008, by the following vote:

AYES:

COUNCIL MEMBERS - Hansen, Hitchcock, Johnson, Katzakian,

and Mayor Mounce

NOES:

COUNCIL MEMBERS - None

ABSENT:

COUNCIL MEMBERS - None

ABSTAIN:

COUNCIL MEMBERS - None

RAMOTE HOH!

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

Note Documents will be reviewed for historical value and if applicable, retained in the archives Documents involved in litigation or pending audit will not be destroyed

Department:	Date:	Total N	lo. of Pages:	Proposed Destruction
Administration	January 22, 2008	315		Date: TBD
Division:	Prepared By:		Signature:	1.1.
City Manager	Susan Lake		1 CHALLLY	Lake
Record Series Title	Dates of Records	Sto	rage Location	Box No.
(Same as Retention Schedule)	(From and To)			
Miscellaneous payroll info.	1998 - 2005	City M	anager's office	
Management Team minutes	8/2004 - 01/2005	City M	anager's office	
City Manager's weekly	10/2003 - 1/2005	City M	anager's office	
update				
		 		
				<i>y</i>
,	(7)			15.1
Department Head: / 2			Date:_	1/21/07
			Doto	
City Clerk:			Date	
Consent is hereby given to	destroy the above-li	sted re	cords.	
Consent is hereby given to		Sied ie		1 1
*City Attorney:			Date: 3	5/10/08
,				
Destruction Completed By	:			
Printed Name	Signature			Date
Attachmer	nt A - Form 4 (Authority to	o Destro	y Records)	

^{*}Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation

Proposed Destruction Department: Administration Date: 1/14/08 Total No. of Pages: Date: TBD **Division: City Attorney** Prepared By: Peggy Nicolini Signature; Nicolini Box No. **Record Series Title** Dates of Records Storage Location (Same as Retention Schedule) (From and To) Date tiles closed Dockter v. City of Lodi April 21, 2005 City Hall Vault Ghandar v. Cityof Lodi January 1,2005 City Hall Vault March 11,2005 Henson v.City of Lodi City Hall Vault May 6,2005 City Hall Vault Miers v. City of Lodi Lodi Prof. Firefighters v. City Hall Vault Col (Occumed May 9,2005 Grievance - Wichman & Picazo Nelson v. City of Lodi April 12, 2005 City Hall Vault April **4**, 2005 Quesada v. COL City Hall Vault Smalley v. COL City Hall Vault Feb. 8, 2005 Thalken v. COL May 5.2005 City Hall Vault

Department Head:	Date: <u>F-h7,</u> 20
City Clerk:	Date:
*City Attorney: Destruction Completed By:	s: Date: <u>27 / 08</u>
Printed Name Signature Attachment A = Form 4 (Authority to Destroy Rec	Date

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Department:	Date:	Total No.	of Pages:	Proposed Destruction
City Clerk	1/7/08			Date:. TBD
Division:	Prepared By: Jennifer	Perrin &	Signature:	Somme
Elections Operations	Corina Farnsworth			na pursuod
Record Series Title	Dates of Records	Storage	Location	Box No.
(Same as Retention Schedule)	(From and To)	City Cla	nla Marrit	
Precinct Lists and Maps from the	2005 and prior	City Cle	rk vauit	
County Registrar of Voters (NOTE; Originals are maintained by San Joaquin County Registrar of Voters Office)				
City Council Calendars and City Council/City Clerk Travel	2005 and prior	City Clerk	c's Office	
City Council and City Clerk's Office general correspondence	2005 and prior	City Clerk		
City Council meeting packets (NOTE: These records have been scanned, indexed, and are accessible in the City's e-records system)	2005 and prior	City Cle	rk Vault	
Shirtsleeve Session meeting	2005 and prior	City Cle	rk Vault	
packets (NOTE: These records have been scanned, indexed, and are accessible in the City's e-records system)				
Notice of Public Hearings	2005 and prior	City Clerk	s's Office	
Legal Advertising/Proof of Publications	2003 and prior	City Cleri	k's Vault	
Weed Abatement Files	2005 and prior	City Clerk	s's Office	
City Council Audio & Video Tapes	2006 and prior	City Clerk	s's Office	
Administration/Campaign Statements and Conflict of Interest	2002 and prior	City Cler	rk Vault	
Candidate Statements	2003 and prior	City Cler	k Vault	
Nomination Papers	2003 and prior	City Cler	k Vault	

DepartmentHead:_	Date: 3/10/08
City Clerk:	Date:

City of Lodi

Consent is hereby giv	en to destroy the—above-listed reco	ords:
*City Attorney:	A5014-	Date: 3/10/08
Destruction Complete		
D:	0:	
Printed Name	Signature	Date

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

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Prepared By: Dean Gualco

Date:

January 30,2007

Department:

Internal Services

Printed Name

Division: Human Resources

Total No. of Pages:

Signature:

Proposed Destruction

TBD

Date:

Date

(Same as Retention Schedule)	(From and To)	Storage Location	BOX NO.
Recruitment Examination	All files prior to	Garage	1-10
Files	December 31, 2001	25 E. Pine Street	
Salary Surveys	All files Prior to	Garage	12-15
	December 31, 2002	25 E. Pine Street	
Employment Files	All files prior to	Garage	16-20
(Terminations)	December 31, 1994	25 E. Pine Street	
Department Head: City Clerk: Consent is hereby given to *City Attorney: Destruction Completed By		Date:_	3-13-08 3/20/00

Signature

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Department: Administrative Services	Date:	Total N	o. of Pages:	Proposed Destruction Date: TBD
Division:	January 18, 2008 Prepared By:	1	Signature:	V. 24 (84 (84)
HR-Risk Management	Janet Hamil	ton	Signature.	et Dante
Record Series Title	Dates of Records		age Location	Box No.
(Same as Retention Schedule)	(From and To)			
General Liability Claim files	1984-2002	Parking	g Garage	1
General Liability Claim files	1984-2002	Parking	Garage	2
General Liability Claim files	1984-2002	Parking	Garage	3
General Liability Claim files	1984-2002	Parking	Garage	4
General Liability Loss Runs	2005-06	Parking	Garage	5
GL Quarterly reports	1999-2003	Parking	Garage	6
GL Quarterly reports	1999-2003	Parking	Garage	7
GL TPA invoices	2000-02	Parking	Garage	8
GL TPA invoices	2000-02	Parking	Garage	9
GL trust fund transfers	1998-2001	Parking	Garage	10
GL trust fund transfers	1998-2001	Parking	Garage	11
Incident Reports	1996-2000	Parking	Garage	12
Incident Reports	1996-2000	Parking	Garage	13
Incident Reports	1996-2000	Parking	g Garage	14
Excess Carrier agenda packets		Parking	g Garage	15
Budget documents		Parking	g Garage	16
Requests for Residential Refuse Rate Reduction	1992-95	Parking	g Garage	17
Surveys		Parking	g Garage	18
Training manuals		Parking	g Garage	19
Sample misc. policies		Parking	Garage	20

Department Head:	anun Druemn	Date:	1-24-08
	7	_	_
City Clerk:		Date:_	

Consent is hereby given to destroy the above-listed records:

^{*}Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation

City of Lodi

*City Attorney:		Date: 3/10/08
Destruction Completed E	Зу:	
Printed Name	Signature	Date

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Department: Finance	Date: 1/18/08	Total No. of Pages:	Proposed Destruction Date: TBD
Division: Revenue	Prepared By: Gail Glissman	Signature:	Pilissman
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Business Tax Applications	2002	Finance Basement	
CIS Daily Postings & Journals	July 2001-June 2002	Finance Basement	
Service Orders/Utility Contract	July 1999-June 2002	Finance Basement	-
Correspondence	July 2003-June 2004	Finance Basement	
Deposit Refunds	July 2000-June 2002	Finance Basement	
Enforcement Technology Parking Balancing Reports	July 1993-June 2002	Finance Basement	
Lodi Downtown Business Partnership Collections	July 1999-June 2002	Finance Basement	
Miscellaneous Receivables	July 2001-June 2002	Finance Basement	
Returned Checks	July 2002-June 2004	Finance Basement	
Pet License Applications	July 1998-June 2002	Finance Basement	
Department Head:	hyn_R_Fairte	Date:	1/29/08
City Clerk:	·	Date:_	
Consent is hereby given to	destroy the above-li	sted records:	i .
*City Attorney:	52/1	Date:	3/19/08
Destruction Completed By	:		

City of Lodi

Printed Name	Signature	Date

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Department:	Date:	Total No. of Pages:	Proposed Destruction
Internal Services	01-29-08	1	Date: TBD
Division: Financial Services	Prepared By: Cory Wadlow	Signature:	low
Record Series Title	Dates of Records	Storage Location	Box No.
(Same as Retention Schedule)	(From and To)	Storage Location	DOX NO.
Next Step/Leave Balance	2004-2005	Finance Basement	
Payroll Edit Registers	2004-2005	Finance Basement	
Payroll Journal Detail	2004-2005	Finance Basement	
Payroll Integrity Reports	2004-2005	Finance Basement	
Payroll Voucher Detail	2004-2005	Finance Basement	
Payroll Check Registers	2004-2005	Finance Basement	
Wage Attachment Report	2004-2005	Finance Basement	
Overtime Cards	2003-2004	Finance Basement	
Accounts Payable Final Post	2004-2005	Finance Basement	
Accounts Payable Payment Register	2004-2005	Finance Basement	
Accounts Payable Payment Group	2004-2005	Finance Basement	
Accounts Payable Cash Requirements	2004-2005	Finance Basement	
Accounts Payable Posting Edit	2004-2005	Finance Basement	
Accounts Payable Edit Report	2004-2005	Finance Basement	
Collectors Daily Reports	2004-2005	Finance Basement	
Misc. Journal Entries	2001-2002	Finance Basement	
Wire Transfers	2004	Finance Basement	
Inventory	2003-2005	Finance Basement	

Department Head:	Ruhy R. faite	Date:	1/29/08
	\mathcal{U}		
City Clerk:		Date:	

Consent **is** hereby given to destroy the above-listed records:

^{*}Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.

Signature

Date

Printed Name

City of Lodi

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INTERNAL SERVICES	MARCH 18. 2008	10tal No. 01 Pages:	Date: TBD
Division:	Prepared By:	Signature:	Date: TBD
PURCHASING Record Series Title	SHERRY MOROZ Dates of Records	Storage Location	Box No.
(Same as Retention Schedule)	(From and To)	Storage Location	() BOX NO.
PURCHASE ORDERS	1/01/92 - 12/31/00	MSC WAREHOUSE	37
BLANK PURCHASE ORDERS		MSC WAREHOUSE	3
BLANK UTILITY BILLS		MSC WAREHOUSF	3
			<u> </u>
			·
	1		
	1		
Department Head:	un J. mm	<i>1</i> ∕ Date:_	3-19-08
City Clouds		Doto	
City Clerk:		Date:_	
Consent is hereby given to	destroy the above-li	sted records:	
	And the state of t	-	10 00
*City Attorney:	300	Date:	3-19-08
Destruction Completed By	:		
Printed Name	Signature		Date
ו וווונכט ואמוווכ	Signature		Daio
Attachmer	nt A - Form 4 (Authority to	Destroy Records)	

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Department:	Date: 1/22/08	Total No. of Pages: ວັດ ຊີ ປູ	Proposed De truction Date: 4 15 08
Division: Records	Prepared By:	Signature	Jaylor
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location \	ox No.
Traffic citations		Records cabinets	
	1		
Incident reports	1/1/02 thru12/31/02	Kecords Cabinets	
		l	
Department Head:	Lin Alla	Date:_	1-31-68
City Clerk:		Date:_	
Consent is hereby given to	destroy the above-li	sted records:	
*City Attorney:		Date:_	3/1468
Destruction Completed By	:		
Printed Name	Signature		Date

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Department:	Date:	Total No. of Pages:	Proposed Destruction
Police	기술교(0종 Prepared By:	Signature:	Date: 4/15/08
Division: Investigations	J. Taylor	Signature.	Hawler !
Record Series Title	Dates of Records	Storage Location	Box No.
(Same as Retention Schedule)	(From and To)		` /
Admin/Internal	+ 5 yrs From	Investigations	
Investigations	closure date	Lt. Filing cabinet	
)		j	
Background Investigation	+2 yes From	Investigations	
(not hired)	closure date	Lt. Filing cabinet	
)	
			19 Through the research and the second
	•		
	11 01		/ 7
Department Head	100 11/11	Date:_	1-31-01
	que co		
City Clerk:		Date:	
Concept is borehy siven to	dootroy the above li	isted records:	
Consent is hereby given to	destroy the above-ii	isted records.	
*City Attornov		Date:	2/10/10
*City Attorney:		Date	211910
Destruction Completed By:			
2 con donon completed by	•		
Printed Name	Signature		Date
	2.3.3.3.0		

^{*}Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation

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Department: Police	Date: 1/31/08	Total N	o. of Pages:	Propos Date:	ed Destruction
Division:	Prepared By:		Signature:	3	_1/10/00
Administration	S. Meyers	04	S. Meyer		Box No.
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Stor	age Location		BOX NO.
Barkground Investigations	+ 5 yrs from	Admin	istration		
and Employment Records	closure date		nel filing cabinet		
of previous employees who	(prior to 2003)				
have left employment with					
the City (not retirees).					
/					
Background Investigations	+5 yrs from	Admin	istration		
and Employment Records	closure date	Personn	iel filling cabino	+	
of retired employees who	(prior to 2003)				
are now deceased.	,				
					:
Department Head:	in Ma	,	Date:_	1-3/	-08
City Clerk:			Date:		
Consent is hereby given to	destroy the above-li	sted re	cords:		
*City Attorney:			Date:3	110/0	E_
				,	
Destruction Completed By	:				
Distribution	0:-			2-1	
Printed Name	Signature		l	Date	
Attachment A - Form 4 (Authority to Destroy Records)					

radominonaria Tomini (radiona) to boolidy recooledy

^{*}Signature certifies a City Attorney assessment that records are not relevant to existing or anlicipated litigation.

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Department: Public Works	Date: 1/30/08	1 of 4	o. of Pages:	Proposed Destruction Date: TBD
Division: Municipal Service Center	Prepared By: Michelle N		Signature:	Nemanterent
Record Series Title	Dates of Records	Stor	age Location	Box No.
(Same as Retention Schedule)	(From and To)	MCCC	erver Rm	94028
Human Resources-Non-City Employee-Delta Work Study	1976-1977			
Human Resources-Non-City Employee-Manpower	1977	MSC S	erver Rm	94028
PW Streets - Personnel Data	1970-1975	MSC S	erver RM	94028
PW Streets - Personnel Data	1976-1979	MSC S	erver RM	94028
Human Resources- Streets- Annual Perf. Reports	1977-1 9 85	MSC S	erver Rm	94028
PW Streets - Personnel Data	1979-1981	MSC S	erver Rm	94028
Human Resources – Streets- Probation Reports	1972-1984	MSC S	erver Rm	94028
PW Streets - Personnel Data	1981-1983	MSC S	erver Rm	94028
PW Streets - Personnel Data	1984-1985	MSC S	erver Rm	94028
PW Streets - Personnel Data	1986-1987	MSC S	erver Rm	94028
Human Resource – Summer Youth Employees	1981-1982	MSC S	erver Rm	94028
Human Resource - Summer	1983-1986	MSC S	erver Rm	94028
Human Resource – Summer	1981	MSC S	erver Rm	94028
Human Resource - Summer	1983	MSC S	erver Rrn	94028
Department Head: \(\int\lambda\lambda\lambda\)	ally Sandele		Date:_	1/31/08
City Clerk:	V		Date:	

Signature

Date

*City Attorney:

Printed Name

Destruction Completed By:

City of Lodi

AUTHORITY TO DESTROY OBSOLETE RECORDS

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyedIdisposed of.

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Total No. of Pages:

Proposed Destruction

Date

Date: 1/30/08

Department: Public Works

Printed Name

Department. Fublic Works	Date. 1/30/06	2 of 4		Date: TBD		
Division: Municipal Service Center	Prepared By: Michelle I			uan trédut		
Record Series Title	Dates of Records	Sto	rage Location	Box No.		
(Same as Retention Schedule) Human Resource-Personnel	(From and To) 1988-1995	Mec	Server Rm	P1		
Separated Employees	1900-1990	IVISC	Server Kill	F I		
Human Resource-Personnel	1994-1999	MSC S	Server Rm	P2		
Separated Employees				\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		
Human Resource-Personnel Return to Duty Slips	2004	MSC S	Server RM	P3		
Finance –Purchase Orders	6/1988 -12/1991	MSC S	Server Rm	PO1		
Finance-Purchase Orders	10/1994-6/2001	MSC S	Server Rm	PO2		
Human Resource-Personnel Payroll Cards & Time Sheets	2002-2003	MSC Server Rm		P4		
Department Head:	Department Head: Mary Sander Date: 1/31/08					
	0		10			
City Clerk:			Date:_			
Consent is hereby given to	destroy the above-	listed re	ecords:			
*City Attorney: Date: 3/10/09						
Destruction Completed By:						

Attachment A – Form 4 (Authority to Destroy Records)

Signature

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Department: Public Works	Date: 1/30/08	Total No. of Pages: 3 of 4	Proposed Destruction Date: TBD
Division: Municipal Service Center	Prepared By: Michelle	N. Signature://	The surviving t
Record Series Title (Same as Retention Schedule)	Dates of Records	Storage Location	Box No.
Finance – Operation Statements	(From and To) 1996	MSC Server RM	94 D
Administration – Hazardous Conditions	1996	MSC Server Rm	94D
Administration - Confidential Claims	1996	MSC Server Rm	94D
Administration - Confidential	1996	MSC Server Rm	94D
Administration – Hazardous Conditions	1995	MSC Server Rm	94D
Administration – Confidential Claims	1995	MSC Server Rm	94D
Administration - Confidential	1995	MSC Server Rm	94D
Finance – Operation Statements	1995	MSC Server Rm	94D
Finance-Claims	July - Dec. 1996	MSC Server Rm	94D
Finance - Special Allocations	1992-1993	MSC Server Rm	94D
PW Streets-Central California Traction	1993	MSC Server Rm	94D
PW Streets-Southern Pacific Railroad	1993	MSC Server Rm	94D
Department Head:	Jally Dandel		1/34/08
City Clerk:		Date	<u> </u>
Consent is hereby given to	destroy the above-	listed records:	
City Attorney:	E COL	Date:	3/10/08
Destruction Completed By:			

Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.

Attachment A = Form 4 (Authority to Destroy Records)

Date

Signature

Printed Name

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	Department: Public Works	Date: 1/30/08	Total No. of Pages: 4 of 4		Proposed Destruction Date: TBD
	Division: Municipal Service Center	Prepared By: Michelle N.		Signature:	ne montere who
	Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)		age Location	Box No.
	Personnel-Employee Time Sheets	1994-2002	MSC S	erver Room	
	PW Streets-Landscaping	1992-1995	MSC S	Sewer Room	
	Finance-Transfer of Charges	1994	MSC S	erver Room	
	Finance-Receipts	1992	MSC S	erver Room	Apr lim me
Į	Finance-Receipts	1994-1998	MSC S	erver Room	
-	Finance-Trans. Analysis Reports	2001	MSC S	erver Room	
	Public Works-Inventory	1994-1995	MSC S	erver Room	
	Finance - Accounts Payable	1989-1990	MSC S	erver Room	
ľ	Public Works – Reports	2002	MSC S	erver Room	
	Finance Accounts Payable	1989-1991	MSC S	erver Room	
	Finance - Accounts Payable	1989/1990-11/1994	MSC S	erver Room	
	Finance Accounts Payable	7/1994-6/1989	MSC S	erver Room	
	Public Works – Inventory	1997,1998, & 1999	MSC S	erver Room	
	Department Head:	ally Sanoch		G Date:	V31/08
	City Clerk:			Date:_	
	Consent is hereby given to	destroy the above-li	sted re	cords:	
	*City Attorney:			Date:	3/10/08
	Destruction Completed By:				

Attachment A – Form 4 (Authority to Destroy Records)

Date

Signature

Printed Name

^{*}Signature certifies a City Attorney assessmentthat records are not relevant to existing or anticipated litigation.

Department: Library	Date: 1/7/08	Date: 1/7/08 Total No. o		Proposed Destruction Date: TBD
Division:	Prepared By: Sandra B	rage	Signature:	
Record Series Title	Dates of Records (From and To)	Sto	orage Location	Box No.
Payroll documents	Jan-Dec 2004	Sandı	a's file <i>cabinet</i>	12 !
		-		
Department Head:	luncy Mai	tra	- All Market	1/30/08
City Clerk:			Date:_	
Consent is hereby giver	to destroy the above-	listed re	ecords:	
*City Attorney:			Date:_	3/10/08
Destruction Completed	By:			
Printed Name	Signature			 Date

Attachment A – Form 4 (Authority to Destroy Records)

 ${\bf *Signature} \textit{certifies a City Attorney assessment that records are not relevant} \ lo \ existing \ or \ an licipated \ litigation.$

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

Note: Documents will be reviewed for historical value and. if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.

Department: Fire	Date: 1/9/2008	Total No. of Pages: 1	Proposed Destruction Date: TBD
Division: Administration	Prepared By: Linda Hoo	ver Signature:	Rinda Hoover
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Acct's, Payable Invoices/Copies	2005	Fire Admin.	1
Claim Vouchers/Copies	2003/2004 2004/2005	Fire Admin.	3
Correspondence	2004/2005	Fire Admin.	3
Expendable Trust/Copies	2003/2004 2004/2005	Fire Admin.	3
Expenditure/Transaction Analysis Reports/Copies	2003/2004 2004/2005	Fire Admin.	2
FLSA/Copies	2003/2004 2004/2005	Fire Admin.	3
Leave Balances/Copies	7/7/2003 - 7/3/2005	Fire Admin.	3
Minutes/Copies	7/2003 - 6/2005	Fire Admin.	3
Performance Incentive Bonus/Copies	2004	Fire Admin.	3
Purchase Orders/Copies	2003/2004 2004/2005	Fire Admin.	3
Strike Team Reimbursements	1999 - 2004	Fire Admin.	3
Supply Order Requests/Copies	2005/2006	Fire Admin.	2
Time-Off Requests	2004 & 2005	Fire Admin.	2
Uniform Allowance/Copies	2004 & 2005	Fire Admin.	3
Department Head:	hel Epiop	Date:_	1/09/08
City Clerk:	/	Date:	
Consent is hereby given to	destroy the ahove-li		21.100
*City Attorney	DCON)	Date:	31/0100
Destruction Completed By	:		

Attachment A - Form 4 (Authority to Destroy Records)

Date

Signature

Printed Name

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

Note Documents will be reviewedfor historical value and if applicable, retained in the archives Documents involved in litigation or pending audit will not be destroyed.

Department: Fire	Date: 1/09/08	Total No. of Pages:	Proposed Destruction Date: TBD	
Division: Prevention	Prepared By: Cari Shates	Signature	i Shates	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.	
Permit Fees Deposit receipts	8/2005 - 12/2005	Fire Admin	1	
Apartment Inspection logs	2004 – 2005	Fire Admin	1	
Utility Authorization Letters of <i>Transmittal</i>	2004 - 2005 2005 - 2005	Fire Admin	1 1	
Request for inspection	2004 – 2005	Fire Admin	1	
Fire Works Permits	2003 - 2004	Fire Admin	1	
Tank Removal Permits	2003 - 2004	Fire Admin	1	
Candle permits	2004 – 2005	Fire Admin	1	
Knox Box Auth. Forms	2004 - 2005	Fire Admin	1	
Weed Abatement	2000 – 2005	Fire Admin	2	
Department Head:	al Zut	Date	1/09/08	
City Clerk: Date:				
Consent is hereby given to				
*City Attorney: 1 Date: 3/10/08				
Destruction Completed By	r:			
Printed Name	Signature		Date	